

Mail To:
 Department of Charitable Gaming
 101 North 14th Street, 17th Floor
 Richmond, VA 23219



Form 102
QUARTERLY FINANCIAL REPORT
 Must be filed by any organization realizing any
 charitable gaming receipts in the quarter.
THREE PAGES - COMPLETE ALL

**COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF CHARITABLE GAMING**

Select the Quarter that is being
 reported

" X " the Reported Quarter

1st	2nd	3rd	4th
1/1 thru 3/31 June 1st	4/1 thru 6/30 Sept. 1st	7/1 thru 9/30 Dec. 1st	10/1 thru 12/31 March 1st

ORGANIZATION INFORMATION

If this organization is either a Volunteer Fire Department or Rescue Squad enter **X** in the adjacent box ☐

Organization Name _____ DCG No. _____

Mailing Address _____

City _____ State _____ Zip _____

Business Phone _____ E-Mail _____

Contact Person _____ Daytime Phone _____

PART 1 - RECEIPTS

1. Bingo Paper Sales Before Discounts	
2. Electronic Bingo Device Sales Before Discounts	
3. Bingo Session Instant Bingo, Seal Cards, Coin Board Sales	
4. Bingo Session Treasure Chests and Raffle Sales	
5. Bingo Session Miscellaneous Sales (<i>Daubers, Tape, etc.</i>)	
6. TOTAL RECEIPTS FOR ALL BINGO SESSIONS (Line 1 thru Line 5)	\$ -
7A Discounts Given	
7B Winner-Take-All Prizes Paid	
8. ADJUSTED RECEIPTS FOR BINGO SESSIONS (Line 6 minus Lines 7A & 7B)	\$ -
9. Raffle and other Outside Gaming Sales	
10. GROSS RECEIPTS FOR QUARTER (Line 8 plus Line 9)	\$ -

PART 6 - AUDIT AND ADMINISTRATION FEE CALCULATION

11 a. Audit&Administration Fee (Line 10 X 1.125%)	\$ -	
b. Late Filing Penalty All organizations subject to late filing penalty of \$25 per day after due date.		
c. Payments already made for this report		
d. TOTAL FEE DUE WITH REPORT Make check payable to: Treasurer of Virginia (line 11a+11b-11c)	\$ -	

Quarter No Qtr Chosen DCG# 0 ORG NAME 0

PART 2 - PRIZES		
12. a. Bingo Games (Do not include WTA prizes entered on Line 7B)		
b. Bingo Session Instant Bingo, Seal Cards, Pull-Tabs		
c. Bingo Session Treasure Chests and Raffles		
d. Door Prizes		
e. Raffles and other Outside Gaming		
f. TOTAL PRIZES AWARDED	(Line 12a thru 12e)	\$ -

PART 3 - EXPENSES		
13. Cash Payments from Funds at Bingo Sessions		
14. Cash Shortage or Overage (If this is overage, enter as a negative figure so it will subtract)		
15. Payments to Registered Suppliers		
16. Rent Paid for Electronic Bingo Devices		
17. Raffle Supplies		
18. Bingo Hall Lease Payments		
19. Payments to Department of Charitable Gaming		
20. All other Gaming Expenses		
21. a. Use of Proceeds Facility Disbursements		
b. Use of Proceeds Charitable Donations		
c. Use of Proceeds Transfers to Restricted Account		
d. TOTAL USE of PROCEEDS	(Line 21a thru 21c)	\$ -
22. Business Expenses		
23. TOTAL DISBURSEMENTS		(Line 12f thru 22) \$ -

QUARTER No Qtr Chosen"

DCG#

0

ORG NAME

0

PART 4 - CASH RECONCILIATION		
24. Beginning Reconciled Bank Balance (from previous report)		
25. Beginning Cash on Hand		
26. Returned Checks Collected (redeposit of bad checks)		
27. Earned Interest Income		
28. Deposits from Non-Gaming Sources		
29. Total Receipts for Quarter (Line 10 from page one)		\$ -
30. TOTAL FUNDS AVAILABLE (Lines 24 thru 29)		\$ -
ENDING BANK BALANCE		
31. a. Bank Statement Balance -End of Quarter		
b. Add Deposits in Transit		
c. Subtract Outstanding Checks		
d. ENDING RECONCILED BANK BALANCE (Line 31a thru 31c)	\$	-
32. Ending Cash on Hand		
33. Returned Checks (bad checks from players)		
34. Total Disbursements for Quarter (Line 23 from page two)		\$ -
35. TOTAL FUNDS ACCOUNTED FOR (Lines 31d thru 34)		\$ -
Line 30 must equal Line 35 for this report to be in balance		
REPORT IS OUT OF BALANCE BY		\$ -

PART 5 - REQUESTED INFORMATION	
36.	Winner-Take-All Receipts
37.	Bingo Attendance(Customer Count)

I, the undersigned, do hereby swear or affirm that the figures and statements on these pages and on the attachments are true, full, and correct to the best of my knowledge and belief.

Signature of President or Designee		Date:
Print Name:	Title:	